



Time Recording and Time Approval

Chapter 3

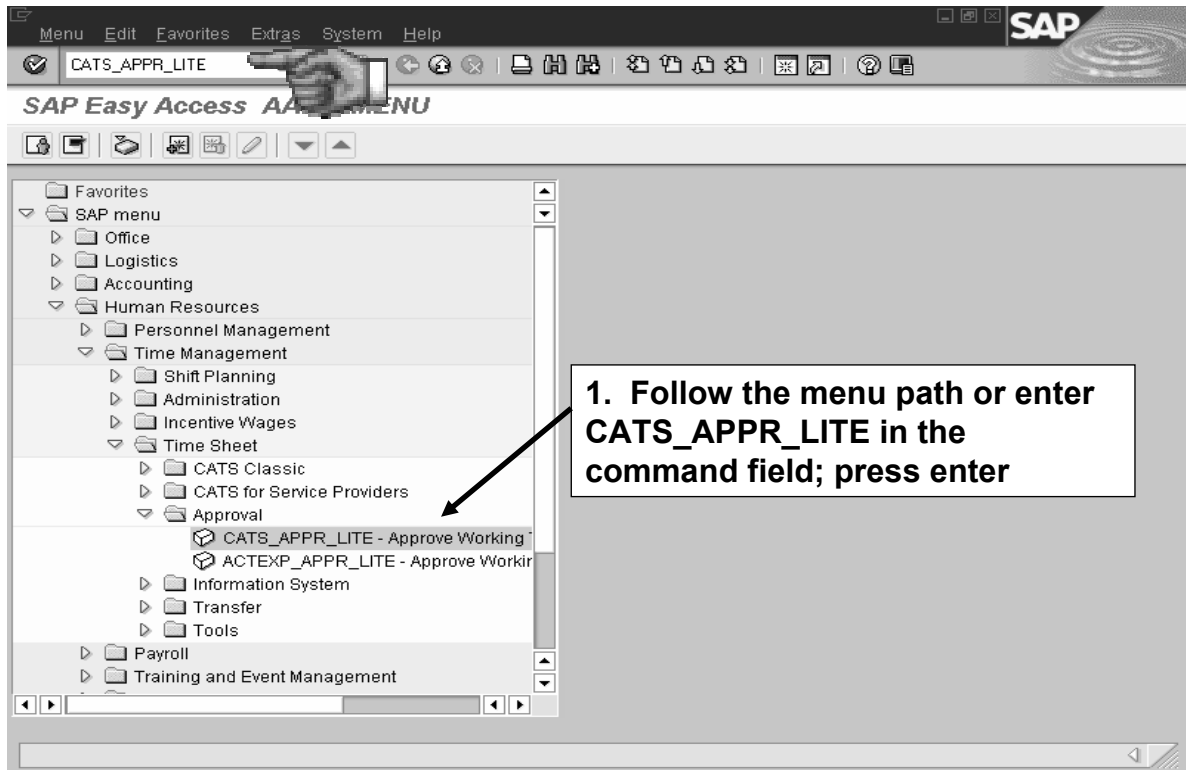
Approve Working Time

The person with the role of Agency Time Management Supervision will use this process to approve time that was entered in the CATS timesheet.

The approval of time of actual hours worked and/or absences is still a manual process that is approved by the employee's supervisor on the employee's paper timesheet prior to time entry.



Approve Working Times



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The transaction code and menu path for approving time that has been entered in CATS is:

Human Resources > Time Management > Time Sheet > Approval > Approve Working Times (CATS_APPR_LITE)



Approve Working Times

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period Current Year

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

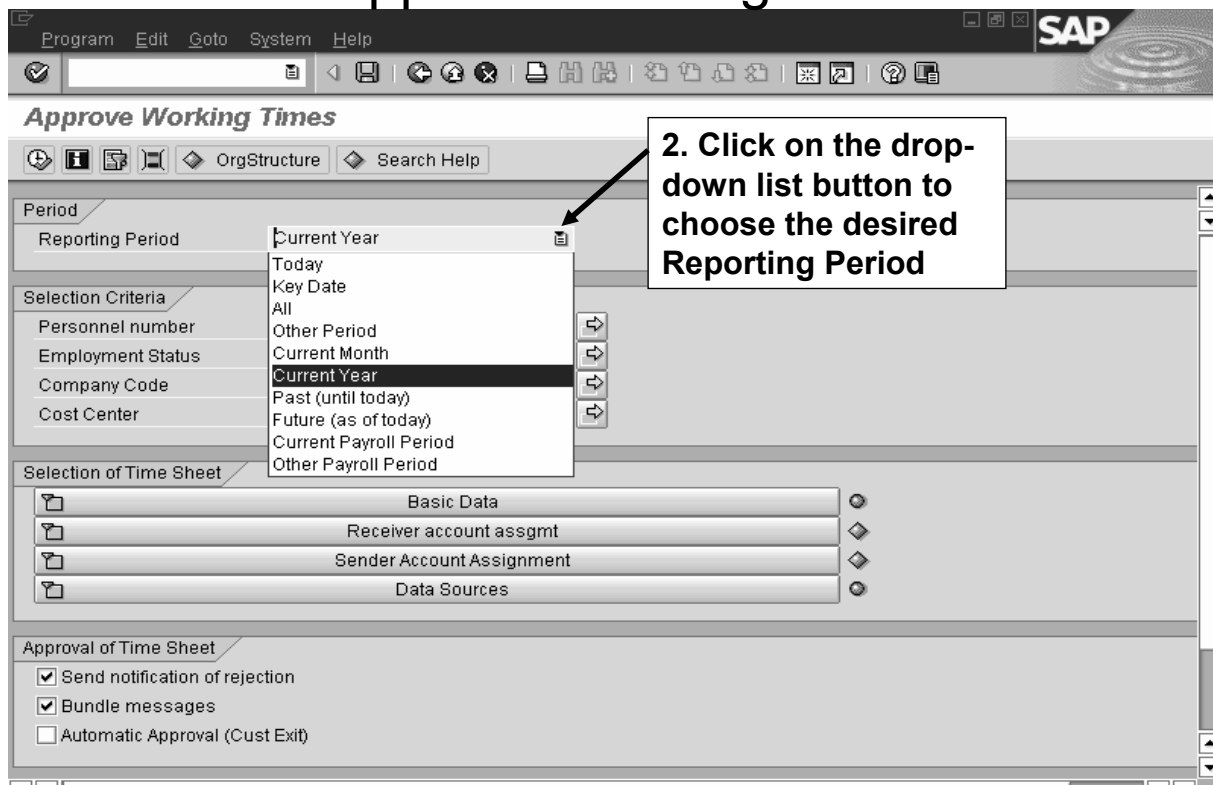
☐ Automatic Approval (Cust Exit)

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The application toolbar has changed to include new icons such as OrgStructure, Search Help and Selection field icons.

Approve Working Times



2. Click on the drop-down list button to choose the desired Reporting Period

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Note: Current Year will default

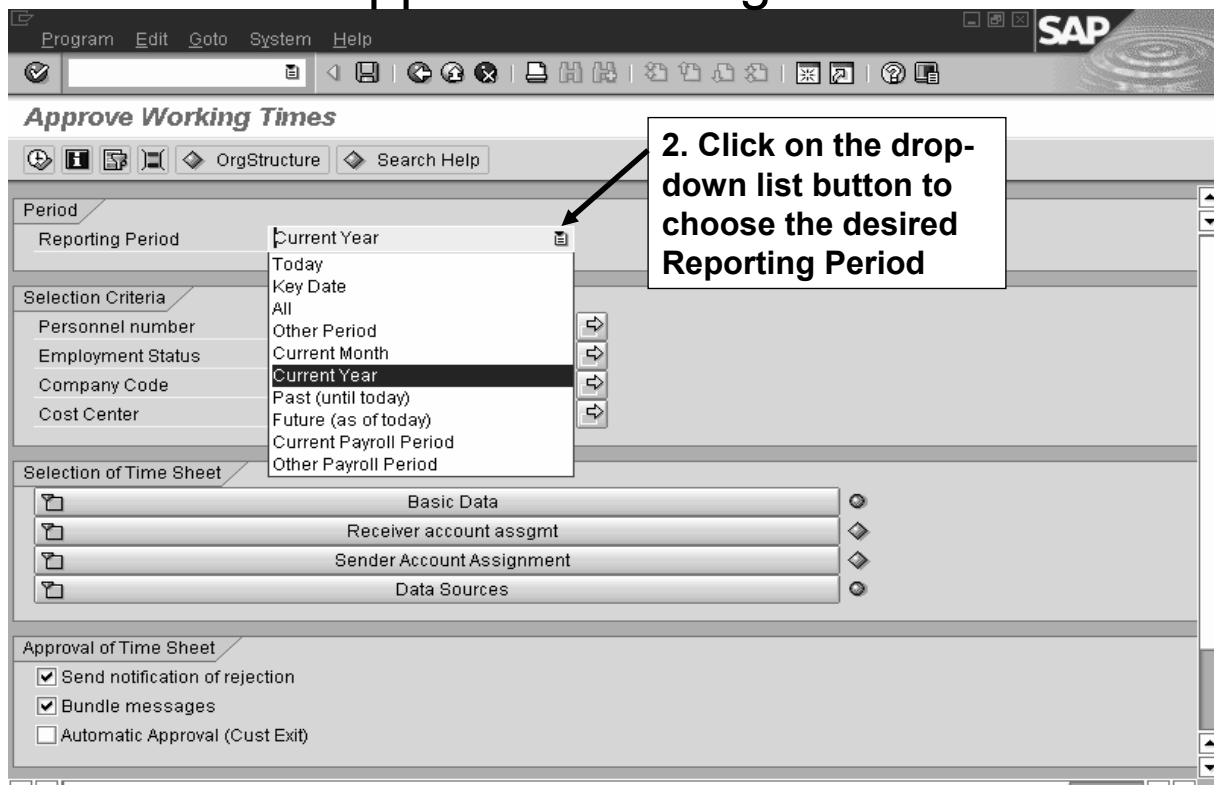
Today – System will display entered unapproved time for the current day only

Key Date – System will display entered unapproved time for date specified only

All – System will look for all entered unapproved times dating back to employee's effective date in the system

Other Period – System will display entered unapproved times for the time frame that is specified.

Approve Working Times



Approve Working Times

Period

Reporting Period: Current Year

Selection Criteria

Personnel number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

☐ Automatic Approval (Cust Exit)

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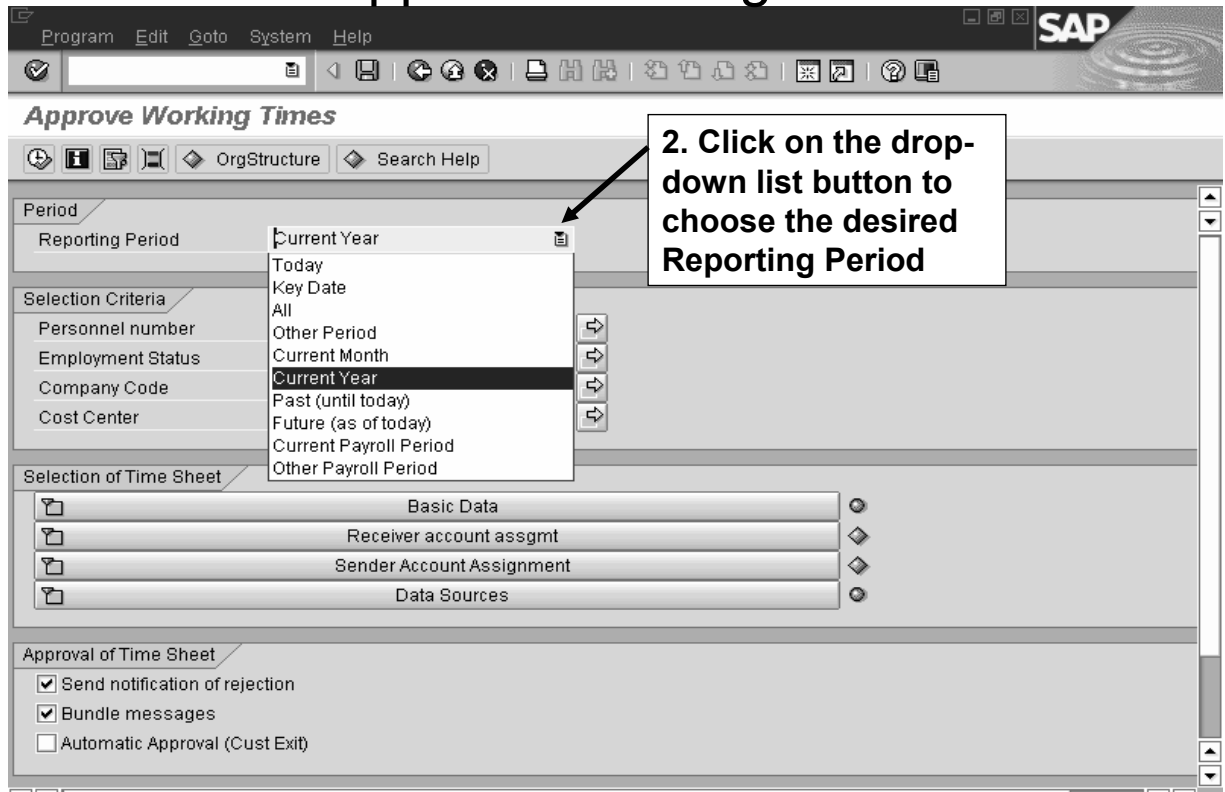
Current Month – System will display entered unapproved time for the current month only

Current Year – System will display entered unapproved time for the current year only

Past (until today) – System will display entered unapproved time from the effective date of the employee up to current day

Future (as of today) – System will display entered unapproved time from the current date and beyond

Approve Working Times



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***Current Payroll Period** – System will display entered unapproved time for the current payroll period. **You must enter the Payroll Area with this selection.**

***Other Payroll Period** – System will display entered unapproved time for a payroll period specified. **You must enter the Payroll Area and the Payroll number and year with this selection.**

*These selections are controlled by the Payroll record set in the system by OPM – Payroll Systems.



Approve Working Times

Program Edit Goto System Help

Approve Working Times

Period

Reporting Period Other Period 08/17/2003 - 08/30/2003

Selection Criteria

Personnel number
Employment Status
Company Code
Cost Center

3. Enter the desired selection criteria

Selection of Time Sheet

Basic Data
Receiver account assgmt
Sender Account Assignment
Data Sources

Approval of Time Sheet

☒ Send notification of rejection
☒ Bundle messages
☐ Automatic Approval (Cust Exit)

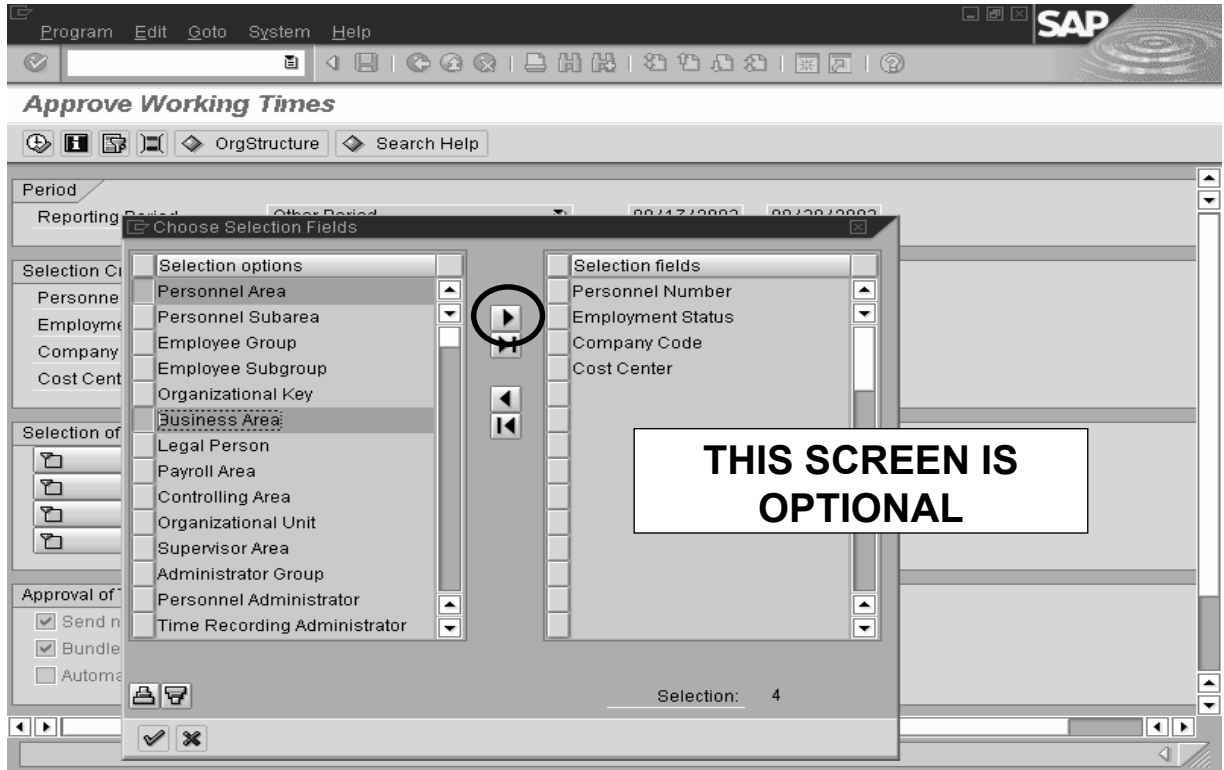
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Note: Remember, if you are using a specific start and end date and corrections were made prior to that start date, they will not be displayed for approval.

If you desire to pull your employees by a category that is not listed under the Selection criteria, click the Selection fields icon.

Approve Working Times

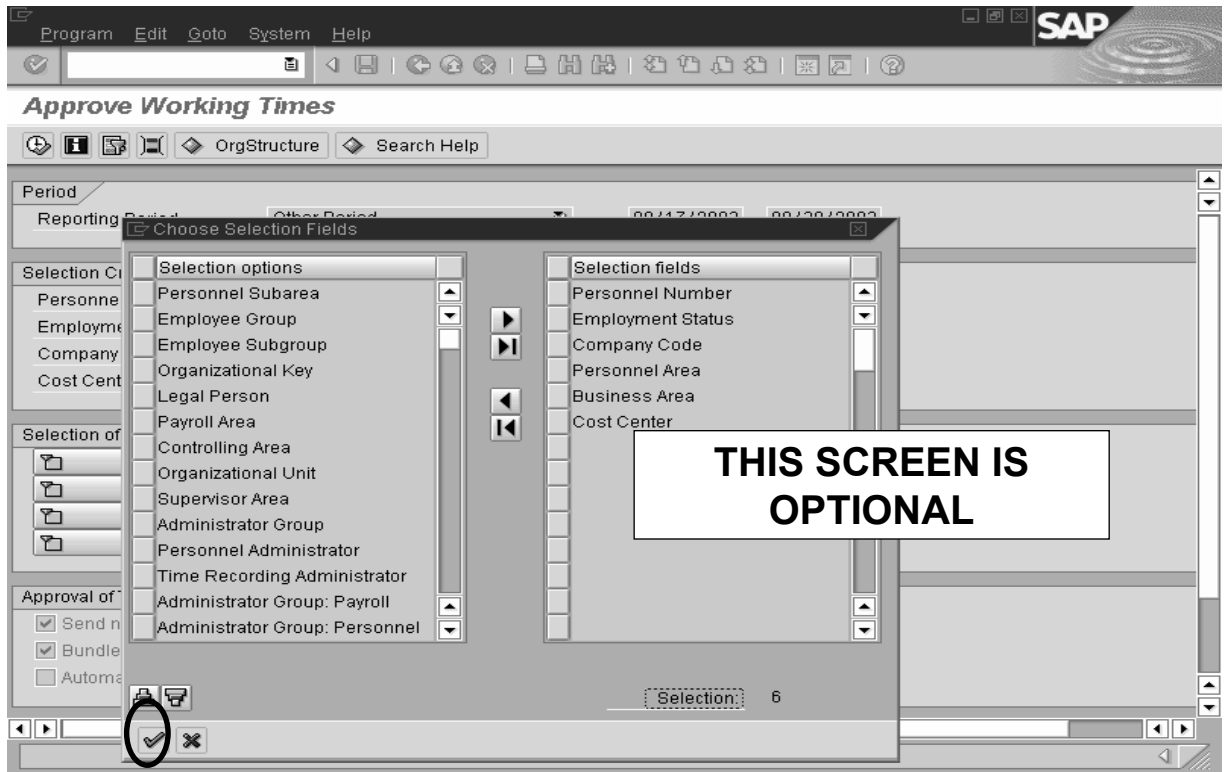


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4. Highlight the appropriate selection options and click the choose button to transfer to the Selection fields.

Approve Working Times

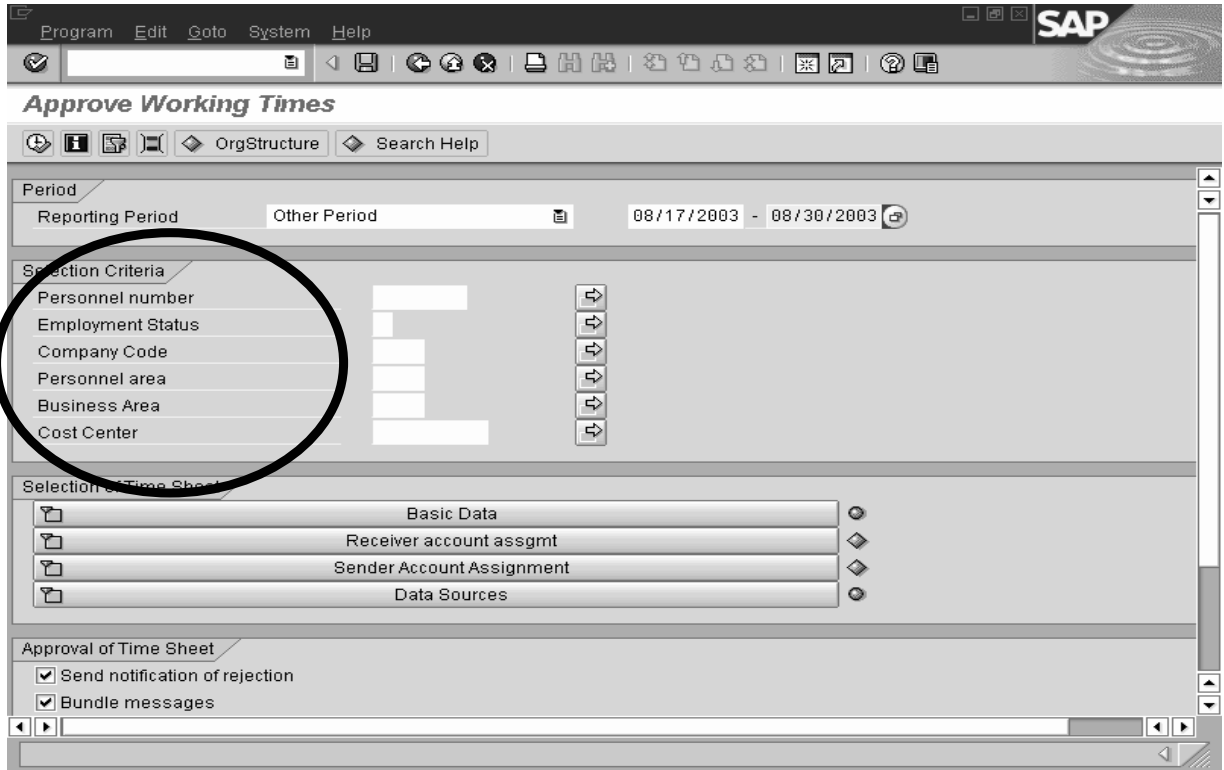


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5. Click the green check to transfer your selection options.

Approve Working Times



Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Period

Reporting Period Other Period 08/17/2003 - 08/30/2003

Selection Criteria

Personnel number

Employment Status

Company Code

Personnel area

Business Area

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet


☒ Send notification of rejection

☒ Bundle messages

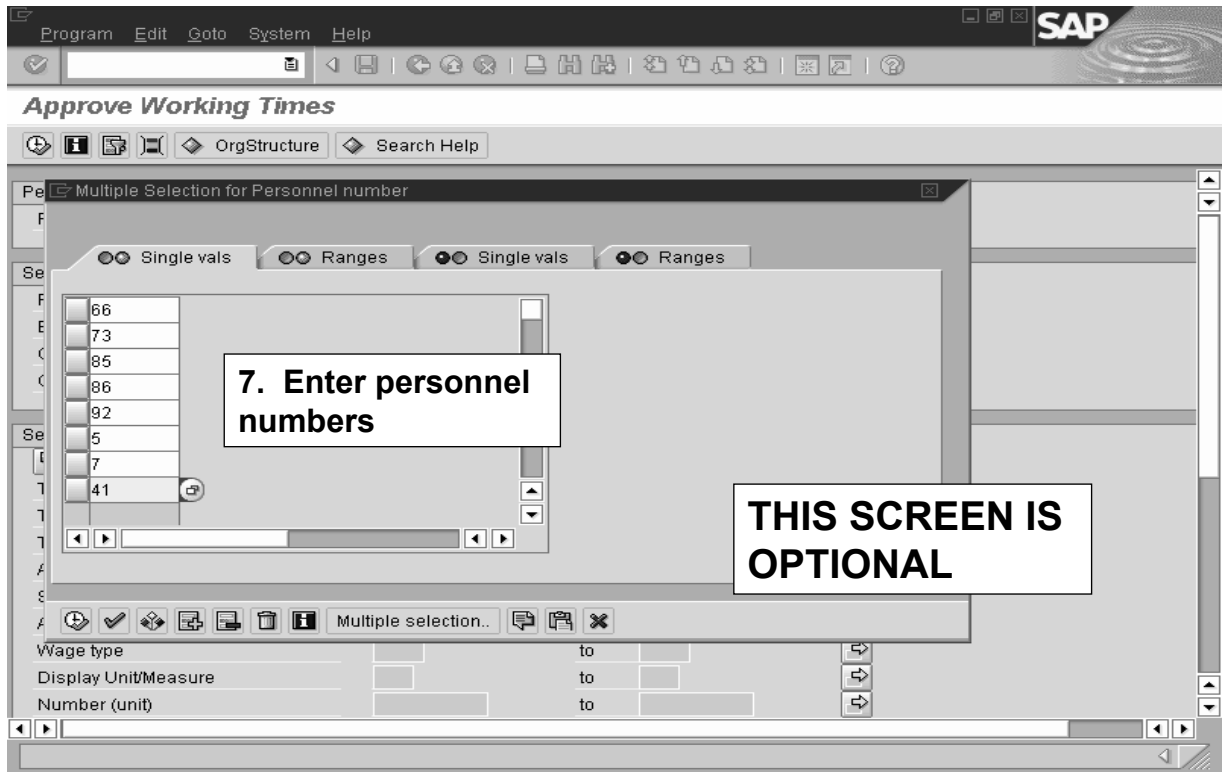
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The selected field selection(s) has populated to the Approve Working Times screen.

You may enter a range or more than one personnel numbers, cost centers, etc. by clicking on the multiple selection icon  beside the desired criteria field.

Approve Working Times



Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Pe Multiple Selection for Personnel number

Single vals Ranges Single vals Ranges

66
73
85
86
92
5
7
41

7. Enter personnel numbers

THIS SCREEN IS OPTIONAL

Wage type to
Display Unit/Measure to
Number (unit) to

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Note: To populate more spaces, click enter.



Approve Working Times

Program Edit Goto System Help

Approve Working Times

OrgStructure Search Help

Pe Multiple Selection for Personnel number

8Single vals Ranges Single vals Ranges

66
73
85
86
92
5
7
41

Scroll down to view more boxes

THIS SCREEN IS OPTIONAL

Wage type to
Display Unit/Measure to
Number (unit) to

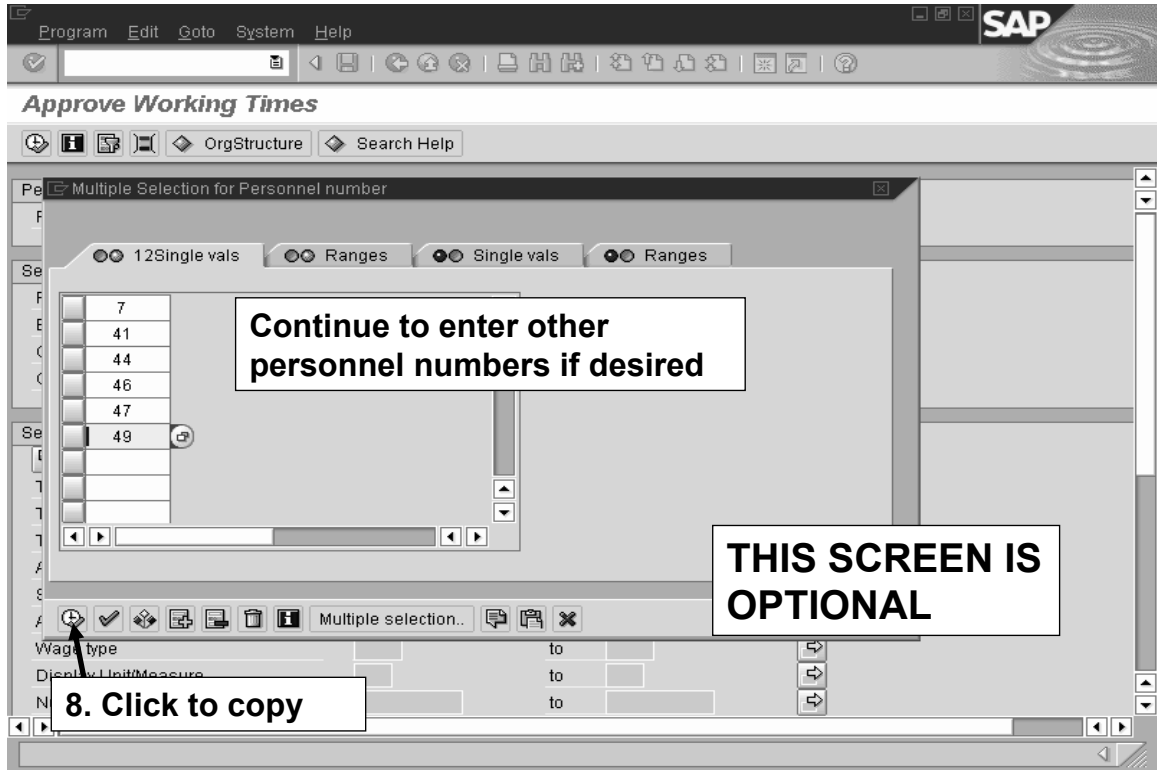
Multiple selection..

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Approve Working Times



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Approve Working Times

9. Click to execute

Program Edit Goto System Help

Approve Working Times

Period

Reporting Period Other Period 08/17/2003 - 08/30/2003

1444

Employment Status

Company Code

Personnel area

Business Area

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

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To prevent from entering your selection criteria each time you approve time, you can create a variant. To create a variant, view Chapter 5, Tips & Tricks #10.



Approve Working Times

Name	Pers.No.	Date	Status	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Change
Abigail Apple		08/22/2003	△	8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/21/2003	△	8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/20/2003	△	8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/19/2003	△	8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/18/2003	△	8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
				40.000	H							

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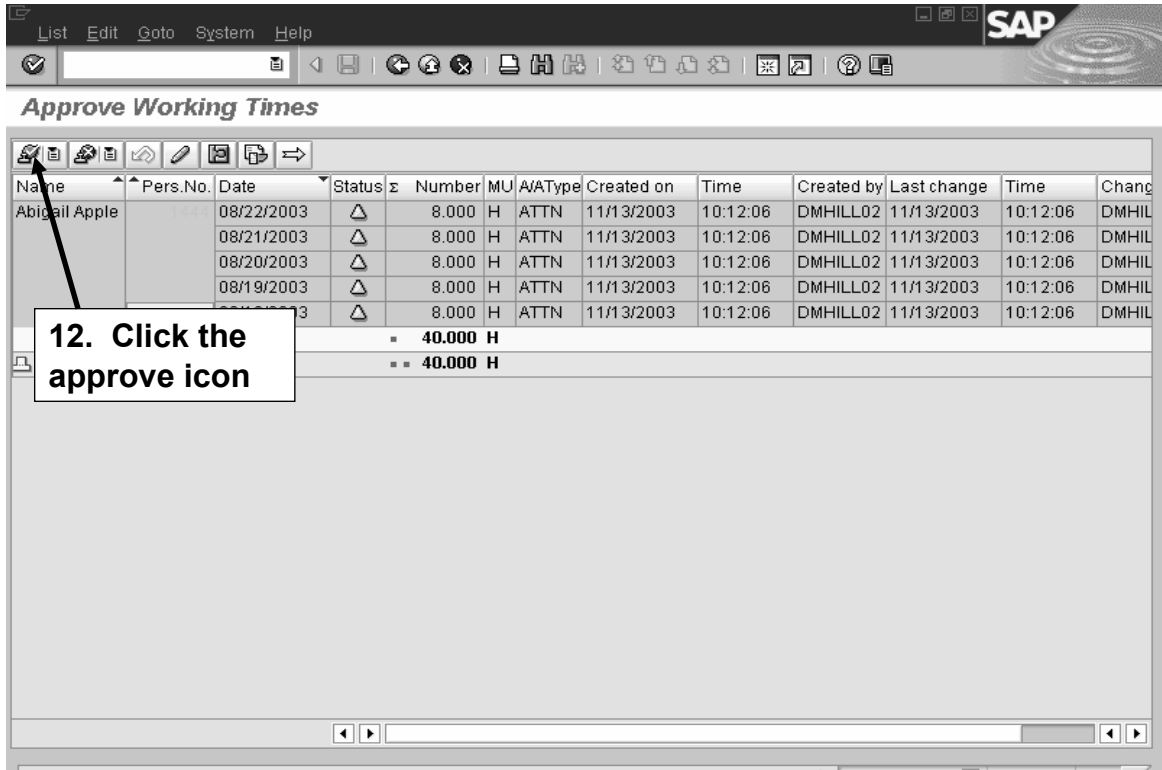
The Approve Working Times screen displays employee name, personnel number, date, status, number unit measure, wage types and attendance/absence type. It also displays when records were created and changed.

The status field shows a yellow triangle which means the record is released for approval. When time is approved, it will change to a green check.

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Approve Working Times



Approve Working Times

Name	Pers.No.	Date	Status	z	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Change
Abigail Apple		08/22/2003	△		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/21/2003	△		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/20/2003	△		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/19/2003	△		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
		08/18/2003	△		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	10:12:06	DMHIL
					40.000	H							
					40.000	H							

12. Click the approve icon

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Note: Once you have selected the approve icon, the records are approved. There is no save button to click to complete the process.



Approve Working Times

13. Click the back arrow

Name	Pers.No.	Date	Stat...	Number	MU	A/Type	Created on	Time	Created by	Last change	Time	Change
Abigail Apple		08/22/2003		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	11:36:10	DMHILL0
		08/21/2003		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	11:36:10	DMHILL0
		08/20/2003		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	11:36:10	DMHILL0
		08/19/2003		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	11:36:10	DMHILL0
		08/18/2003		8.000	H	ATTN	11/13/2003	10:12:06	DMHILL02	11/13/2003	11:36:10	DMHILL0
				1444		40.000	H					
						40.000	H					

Work times / key figures were approved

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Notice that the status field has changed to the green check and you have a message stating “Work times/key figures were approved”.



Approve Working Times

Program Edit Goto System Help

Approve Working Times

OrgStructure Search He

Period

Reporting Period Other Period 08/17/2003 - 08/30/2003

Selection Criteria

Personnel number 1444

Employment Status

Company Code

Personnel area

Business Area

Cost Center

Selection of Time Sheet

Basic Data

Receiver account assgmt

Sender Account Assignment

Data Sources

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle messages

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